

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD09212398  
POSITION NO: 243815  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/24/16  
CLOSING DATE: 09/07/16

**Senior Office Specialist**

DEPARTMENT NAME / WORKSITE: <u>Weatherization Assistant Program / Fort Defiance, Arizona</u>		
WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input checked="" type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Performs clerical services, review client applications, prepare technical reports, and budgets for the program. Provide public presentations on program's eligibility, interpret eligibility criteria, guidelines, and updates on policies and procedures. Conduct periodic record reviews for compliance of program requirements. Attend meetings at the department and community levels including represent the program at public outreach functions. Develop and maintain records, property and human resource management systems including payroll records, time and attendance reports for audit purposes. Prepare and submit material lists for purchasing goods and services. Maintain timesheets and issuance of payroll checks including budget preparation as required under the Budget Instructions Manual. Submit reports and provide data on the program. Assist the department manager in addressing any corrective action plans. Prepare travel authorizations and submission of financial documents for processing. Performs public relations, answering telephone calls and greet public. Conduct inventory control and property assignments.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- FMIS Certification.
- Proficient in Microsoft Office software.
- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo Personnel Policies Manual, Navajo Budget Instructions Manual and Weatherization's rules and regulations. Understands the Navajo Motor Vehicle Handbook, Travel Policy, and Navajo Procurement Policies including Appropriation's Act. Understand Federal Rules and Regulations 10 CFR Part 440 and 2 CFR Part 200. Knowledge of modern office management operations including Health and Safety program guideines; and appropriate cost effective measures for energy efficiency. Skilled in PAGE System, also known as Performance and Accountability Grant in Energy website and Department of Energy's guidelines for weatherization. Skilled in updating the SF-424 reports under Grants.gov for budget allocations, change in business contact and modification of scope of work requirements. Must have a valid state driver's license.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**